

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING **September 25, 2014**

PRESENT: Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Beth Relich, Barbara Robinson.

EXCUSED: Joan Swigert.

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Guadalupe Mercado, Larry Epstein.

The meeting was called to order by Mr. Diedrick at 8:04 a.m.

ADOPTION OF AGENDA: Ms. Relich/ Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF AUGUST 25, 2014: Mr. Pamperin/ Ms. Relich moved to approve the minutes of the August 25, 2014 meeting. **MOTION CARRIED.**

POSITION REQUEST:

Ms. Christianson began by explaining the request from management for two new positions for the Aging and Disability Resource Center.

- A Benefit Assistant would be hired to assist and support the current Information and Assistance Specialist with the Medicaid application and enrollment functions.
- A Long Term Care Information and Assistance Specialist would be hired to help balance staffing in preparation for the Family Care expansion.

The ADRC currently has funding to hire these two new positions and they will be sustained with the revenue they would receive from Medical Assistance claiming.

Mr. Pamperin / Ms. Van Donsel moved to approve the addition of a Benefit Specialist Assistant and a Long Term Care Information and Assistance Specialist. **MOTION CARRIED.**

FINANCIAL POSITION FOR MERIT RAISE:

Ms. Christianson referred to the 2014 Working Budget to show that there are enough resources for a 1% cost of living increase and a 1% merit for ADRC employees in 2014. In addition, she explained that the County Executive's budget included both a 1% COLA and Merit raise in the budget for 2015.

Ms. Christianson asked the Board for their opinion on the process they preferred for conducting her evaluation. The Board stated they liked the process used last year and would like to conduct it in the same way. Ms. Christianson will complete her evaluation and forward to Chairman, Tom Diedrick. He will collect the Board's input and provide a handout to the committee members in preparation of the evaluation. Office Assistant, Guadalupe Mercado, will send out a solicitation for an October Nominations and HR meeting.

NOMINATIONS NEEDED FOR 2015 BOARD POSITIONS:

Ms. Robinson will not be taking the Chairperson position within the Board but will remain on the Board. Ms. Christianson requested assistance approaching new potential Board members and other members willing to consider the Board chair position.

ADJOURN: Ms. Van Donsel/ Ms. Robinson moved to adjourn. The meeting adjourned at 8:28 a.m. **MOTION CARRIED.**

Respectfully submitted,

Guadalupe Mercado, Office Assistant